



University of South Carolina Aiken  
Written Hazard Communication  
Program

**Purpose:** This document is the basic hazard communication (HazCom) plan from which all University of South Carolina Aiken (USCA) HazCom safety training is derived from. This document does not replace federal, state, or local laws, safety rules or requirements.

**Scope:** This document implements the USCA Chancellor's safety policy. When there is a conflict between the requirements of this plan and federal, state, or local safety rules the most stringent guidance will be applied providing it meets or exceeds federal, state, and local requirements.

**Applicability:** This document applies to all full-time, part-time, temporary and student employees on or off-campus while conducting official business on behalf of the University of South Carolina Aiken.



University of South Carolina Aiken  
Written Hazard Communication  
Program

**General Information:**

In order to comply with Occupational Safety and Health standard on hazard communication, 29 CFR Section 1910.1200, the following written Hazard Communication Program has been established for University South Carolina Aiken (USCA). The written program will be available online, in the EHS Office and in the Laboratory Manager Office for review by any interested employee or student.

University of South Carolina Aiken will meet the requirements of this regulation as follows:

1. Container Labeling:

The Laboratory Manager will verify that all containers received for use will be provided with:

- a. Product identifier
- b. Signal word
- c. Hazard statement(s)
- d. Pictogram(s)
- e. Precautionary statement(s); and
- f. Name, address, and telephone number of the chemical manufacturer, importer, or other responsible party

2. Solid Material Labeling

The Laboratory Manager will verify that all solid materials not exempted due to their downstream use; were delivered with a label or received the label prior to the initial shipment and need not be included in subsequent shipments unless information on the label changes.

The supervisor at each work site will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with our campus's own labels which have product identifier, words, pictures, symbols, or combination thereof, which provide at least general information regarding the hazards of the chemicals. For help with labeling contact USCA EHS Manager or the Laboratory Manager.

3. Safety Data Sheets (SDS)

Copies of the SDSs for all hazardous chemicals to which employees and students of USCA may be exposed will be in the laboratory chemical database. SDSs will be available to all employees in their work area for review during each work shift. If SDSs are not immediately available or new chemicals in use do not have an SDS, please immediately contact the Laboratory Manager or EHS Manager and suspend the chemical from use.

4. Employee Training and Information

Prior to starting work each new employee of USCA will attend a safety and health orientation and will receive information and training on the following:



University of South Carolina Aiken  
Written Hazard Communication  
Program

- a. An overview of the requirements contained in the Hazard Communication standard, Section 1910.1200.
- b. Chemicals present in the workplace operations.
- c. Location and availability of our written hazard communication program, including our list of hazardous chemicals, and Safety data sheets.
- d. Physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area.
- e. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- f. How to lessen or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment.
- g. Steps the organization has taken to lessen or prevent exposure to these chemicals.
- h. Safety emergency procedures to follow if they are exposed to these chemicals.
- i. How to read labels on shipped containers, as well as workplace labeling systems and review SDSs format and how to obtain appropriate hazard information.

After attending the training class, each employee will sign a form to verify that they attended the training, received our written materials, and understood USCA's policies on hazard communication. Prior to a new hazardous chemical being introduced into any section of the University, each employee of that section will be given information as outlined above. The Laboratory Manager and/or EHS Manager is responsible for ensuring that SDSs on the new chemical(s) are available.

5. List of Hazardous Chemicals

The Laboratory Manager maintains a list of hazardous chemicals that will be made available to all exposed students and employees.

6. Hazardous Non-routine Tasks

Occasionally, employees are required to perform hazardous non-routine tasks. Prior to starting work on such given projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such activity. This information will include:

- a. Specific chemical hazards
- b. Protective/safety measures the employee can take
- c. Measures the University has taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.



University of South Carolina Aiken  
Written Hazard Communication  
Program

7. Chemicals in Unlabeled Pipes

Work activities may be performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee must contact the Physical Plant Manager for information regarding:

- a. The chemicals in the pipes
- b. Potential hazards
- c. Safety precautions which should be taken

8. Informing Contractors

It is the responsibility of the EHS Manager to provide contractors (with employees) the following information:

- a. SDSs for hazardous chemicals to which they may be exposed while on the work site.
- b. Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.
- c. The labeling system used in the workplace.